

City of Fort Lauderdale – Engineering Department

Engineering Permit Submittal Requirements

Revised: February 9, 2006

1. One (1) recent certified topographic and boundary **survey** prepared by a State of Florida registered professional land surveyor.
2. Four (4) sets of **design drawings** certified by a State of Florida registered professional engineer. Plans shall properly identify the location and limits of work as well as existing and proposed utilities, surface features, signs, and other control devices. Plan and profile views of all utility construction shall be incorporated in the design. Standard details must conform to the City of Fort Lauderdale standard details. To obtain a copy of the City of Fort Lauderdale Construction Standards and Specifications via website. Copies may also be obtained by visiting the Department at 100 N. Andrews Avenue, 4th Floor.
3. The engineering plans for water systems that include any new or replacement fire hydrants shall have notation requiring the contractor to paint the steamer caps fluorescent orange. The caps will be fluorescent orange until the hydrants are placed in service by the City's utility department, after which they will be painted red to match the remainder of the hydrant body.
4. Four (4) sets of **shop drawings** approved by the engineer of record for all materials to be utilized in the right-of-way. Material shop drawing approvals are subject to the review and acceptance of the City of Fort Lauderdale Engineering Department. Some examples of required shop drawings are:
 - (a) Pipe, fittings, valves, restraining mechanisms, hydrants, etc.;
 - (b) Valve vaults, manholes, catch basins with associated rims/grates;
 - (c) Asphalt and concrete type or mix design; and
 - (d) Standard proctors.
5. Supply all **applicable permits/licenses** with the engineering permit application.
 - (a) Broward County Department of Planning & Environmental Protection (BCDPEP) – General or Surface Water Mgmt. License and calculations;
 - (b) All State of Florida Department of Environmental Protection (DPEP – Wastewater Construction Permits) if applicable;
 - (c) Broward County Public Health Unit (BCPHU/HRS) – Water Construction License;
 - (d) U.S. Army Corps License(s), if applicable; and
 - (e) South Florida Water Management District Surface Water Management License, if Applicable

Note: Obtain other engineering permits outside City's jurisdiction, if applicable
6. A **detailed unit cost estimate** for all work to be performed in the right-of-way. Include all restoration items such as taps, pipes and fittings, valves, sidewalk restoration, excavation and backfill, striping, asphalt base and compaction densities, dewatering, maintenance of traffic, etc. The engineering permit fee shall be 10% up to the first \$5,000 of construction cost (or \$500) plus 5% of the amount exceeding \$5,000 in construction cost.
7. Pursuant to City Code of Ordinances (Section 25-108.d) and City Engineer's Construction Standards and Specifications submit a cash or surety bond equal to 100% of the project construction costs in the right-of-way and easement(s). This bond shall guarantee restoration and improper portions of construction for the period of **one year** after receipt of final engineering approval for the project. Final approval is achieved when final inspection(s) are approved and certified construction drawings and related agency certifications are authorized for closure of the project.
8. The licensed engineering contractor shall submit a **list of all subcontractors** for approval by the City of Fort Lauderdale.

9. The licensed engineering contractor shall submit a copy of his/her **certificate of liability insurance, workers compensation and automobile liability insurance and a copy of his/her qualified contractor license**. Levels of insurance shall be \$1,000,000 for general liability and \$500,000 for automobile liability. In addition to this, the City of Fort Lauderdale shall be named as additional insured as respect to general liability.
10. If rerouting or modifications to traffic circulation of any kind is required during construction, a Temporary Traffic Modification Application (**Maintenance of Traffic - MOT**) form must be completed. City and Count Forms are required and available on line at http://www.fortlauderdale.gov/building_services/Fax%20Permitting/permits.htm, or at our Building Services Center at 700 N.W. 19 Avenue/Ph. (954)-828-5048/5648/5123. Note that the MOT plan must be prepared and authorized with signature and date by a certified work-zone safety technician, and the application form must be routed for original signatures with all revisions authorized by all parties to the approval.
11. Submit a storage and staging plan for approval by the City of Fort Lauderdale.
12. Obtain applicable water meters, domestic, fire and sewer lateral applications from website or engineering services staff and return signed applications with permit submittal.
13. If construction activities require the use of dewatering, a detailed dewatering plan must be submitted with the application. The use of well pointing is preferable. The contractor shall utilize settling box(es) and perform turbidity tests twice daily. Disposal of water shall comply with Broward County DPEP best management practices with turbidity less than 10.0 nephelometric turbidity units (NTU) prior to discharge. Under no circumstance shall water be discharged into the right-of-way or private property. If no dewatering will be utilized, the plans must state this.
14. Any dewatering does require a review by Broward County Environmental Protection Dept. (EPD). They are looking primarily to see if the site is in proximity to a known ground water contamination site. Their main concern is that the dewatering not affect a contamination plume. A permit is required only if the site is within 1/4 mile of a known contamination site. I know Water Works 2011 has received permits from EPD for dewatering. The EPD contact is David Vanlandingham (dvanlandingham@broward.org or 954/519-1478). He prefers to be notified via email for the quickest response. You can view their standard operation procedures for dewatering at http://www.broward.org/pprd/cs_dewatering.htm.
15. The SFWMD requires a dewatering permit as well for activities that discharge offsite. They look mainly at the potential to lower the ground water level as well as any potential effects on adjacent wetlands. They are not too concerned over emergency dewatering activities that only last a day or two, as long as BPMs such as turbidity barriers and/or sediment boxes are used. Any planned activity that is going to require dewatering does need to be reviewed by SFWMD. In many cases, this could involve a short email to them that describes the activity. If no permit is required, they will let us know. The SFWMD contact person is Steve Memberg (smemberg@sfwmd.gov).
16. Provide a contact list with names, titles, and phone numbers for office and field construction representatives.
17. A City of Fort Lauderdale engineering inspector will be assigned to oversee the project. First contact for field directives shall be through the assigned inspector, Andrew Townsend (615-7357), then Bill Pinnix (828-5048) or Samira Shalan (828-5649), or Tim Welch (828-5123), if direction is required.
18. The contractor shall contact Sunshine One Call at (800)-432-4770 for utility locations prior to initiating work in the right-of-way. The Engineering Department will require vacuum (or other non-invasive) locations and elevations for trenchless construction prior to the issuance of the permit .
19. The City of Fort Lauderdale Engineering Department may require a pre-construction meeting for the project to review relevant project control and sequence of work.
20. The Contractor shall maintain a copy of the Engineering Permit on the job site at all times.
21. Any revisions to the approved permit shall be communicated first through the assigned inspector. The inspector shall review and consider with the plan reviewer whether a revised plan submittal, review, and approval is required and will provide notice to contractor within 48 hours of receiving the request.

- 22.** The Engineering Department will Certify Construction for Occupancy and/or approve refund of cash bond (or release surety bond) after the contractor has completed the following:
- (a) Provide letter of certification from the engineer of record;
 - (b) Provide three (3) sets of as-built drawings certified by a professional land surveyor;
 - (c) Provide all density report(s) on compacted sub-grade and road rock within the right-of-way or roadway easement areas constructed; and
 - (d) Provide all required dedication documents as described in the attached conveyance requirements.
- 23.** One density test shall be taken for each 500 feet of ditch per lift or as directed by the engineer. On sanitary sewers and storm drains one density test shall be taken between each manhole run for each lift, or as directed by the engineering inspector or engineering reviewer. The City will pay for the initial test. The contractor pays for any tests required to pass standards for the department after a failed test.

Authorized Contractor Representative (Sign)

Date

Printed Name/Title

License No. (Qualifier)

CERTIFICATION SUBMITTAL REQUIREMENTS

The following required submittals shall be submitted for staff's review and approval prior to issuing certification for occupancy or refund of performance bond:

1. Right-of-way or Easement recording documentation (certified legal description and/or survey sketch with description, Current Opinion of Title, and Joinder, Consent, and Partial Release of Mortgagees/Lienholders (if applicable). Note that all easement documents shall be appropriately coordinated with exhibit labels as applicable and dedication documents shall correlate exactly as to type and uses with any sketches or descriptions (i.e. do not submit a utility easement document with a sidewalk and utility sketch of description).
2. Three (3) Copies of as built construction drawings, certified by a licensed professional surveyor and mapper (PSM). As-built plans shall include elevations (inverts, rim, top of pipe, tap locations, bends indicating changes in alignment, etc.) All facilities shall be located utilizing a frame of reference established from known property or right of way geometry and dimensions or ties to easements shall (as possible) relate to same origin or points of commencement. A baseline and offset reference system is to be used wherever possible with baseline origin clearly established from property or right of way boundary/geometry. Easements containing public facilities shall be referenced to the same origin where possible. Note that water meter vaults shall be located with ties to three corners of the exterior walls and manholes shall be located to center of rims.
3. Engineer shall indicate on the as-built water facilities that any hydrants that are newly installed or replaced shall be painted fluorescent orange to indicate they are privately installed, until our utilities division can place them in operation and paint them red.
4. Partial or complete as-built drawings shall be labeled as to what is being certified on the plans and certified by the surveyor of record.
5. One (1) Copy of finish rock as built and associated compaction tests in accordance with permit requirements list (See Permit Requirements List) and Engineering construction standards of the City of Fort Lauderdale.
6. Copy of finished pavement grade lines, curbing, and structure rim elevations where new construction, overlay, or reconstruction (excavation or mill and resurface) of street has occurred.
7. For sewer system extensions the engineer or contractor shall coordinate video survey and approval by utilities department before requesting certification signature by Permit Review staff for BCDPEP.
8. The engineer of record shall coordinate with the contractor the submittal of all pressure test reports and bacterial sampling and testing reports appropriately signed and approved by the City's inspector and laboratory, respectively. **No outside laboratories shall qualify water mains for certification in the City of Fort Lauderdale.** Contact the office of Richard Reily (954) 828-7847 and Ken Holtz at (954) 610-7599 to arrange for sampling.
9. The contractor shall acknowledge that (in accordance with Section A of the City's performance bond obligation) a warrantee period of one (1) year from date of certification by the engineer of completion is in effect for the constructed improvements.
10. Projects involving construction of new facilities in City's rights of way which will be installed for perpetual use in service to the public require final release of liens from all material and equipment suppliers and contractors (subcontractors) indicating owner has provided final payment for these facilities. Note that releases are only required for facilities within right of way that will be public property and maintained by the City of Fort Lauderdale.
11. Projects shall be cleared through calling and obtaining a final engineering inspection for the permit at (954) 828-5191.